

THE CITY OF MORGAN HILL CALIFORNIA

is Seeking an Experienced Professional to Serve as
**COUNCIL SERVICES AND RECORDS
COORDINATOR**



The Community

The City of Morgan Hill (population 40,246) is located in southern Santa Clara Valley, approximately 12 miles south of San Jose, 10 miles north of Gilroy, and 15 miles inland from the Pacific Coast. The Valley is approximately 4 miles wide and is surrounded by the Santa Cruz mountain range to the west, and the Diablo mountain range to the east.

Thoughtful planning has made Morgan Hill one of the most desirable communities in Santa Clara County, and Morgan Hill has maintained a charming, small-town atmosphere while also hosting over 5 million square feet of commercial/industrial space, including one of the largest business parks in Silicon Valley. Such companies as Anritsu, Fox Racing, Comcast Cable, Specialized, Alien Technology and Paramit Corporation call Morgan Hill home.

The City enjoys several significant public facility and recreation assets, and golf courses, lakes, outstanding county and state parks for camping, hiking, horseback riding, water recreation and mountain biking opportunities abound. The City offers a wide variety of opportunities for cultural activities, dining, sporting activities and shopping. The downtown area offers both historic buildings and new architecture, including a Community and Cultural Center and Community Playhouse. The area also offers a variety of restaurants, breweries, art galleries and specialty shops, an Aquatics Center featuring three pools (one a 50-meter competition pool), a 52,000 square foot Recreation Fitness Center and a new library.



The Organization

The City of Morgan Hill is a full-service city with a budget of \$132,800,000. The City employs 187 permanent employees, and approximately 150 temporary seasonal employees are hired annually to supplement staff in the City's recreational centers. This General Law City features a Council-Manager form of government, which combines the political leadership of elected officials on the Council with the managerial experience of a professional City Manager, who is appointed by the Council.



Role of the Council Services and Records Coordinator

The Council Services and Records Coordinator works within the City Manager's Office and reports to the Assistant to the City Manager. This is a mid-management position which requires specialized training and job-related experience to ensure the proper handling of City records. This classification is responsible for supervision of clerical staff within the division.

As Council Services and Records Coordinator, you will be responsible for managing the records center, assisting departments in proper records storage and control, establishing procedures for records retention with approval of the City Attorney, responding to public records requests and assisting the elected City Clerk. You will accept and process all legal documents including bid openings and public records requests, maintain and update the Municipal Code and main-



tain rosters of all Council-appointed boards and commissions, manage office support staff and administrative functions for City Hall, manage the City Passport Acceptance Facility, assist the City Clerk with elections and provide support for the City Clerk, serving as acting City Clerk in his or her absence. You will be responsible for taking minutes at City Council meetings.

The Ideal Candidate

The ideal candidate will have an Associate degree or equivalent from an accredited college or business school with course work in Public Administration, office management or a related field and at least five years clerical experience in a municipal setting, including two years of office management or supervision. The successful candidate will possess a Certified Municipal Clerk certificate or have the ability to obtain one within one year of the date of employment. A Bachelor's degree and a Notary Public commission are desirable.

- *Flexible*
- *Team Player*
- *Values accountability*
- *Consensus builder*
- *Good analytical and problem-solving skills*
- *Positive and upbeat*
- *Energetic*
- *Accepts responsibility*
- *Technologically savvy*
- *Does the right thing*
- *Resolves issues*
- *Has fun yet takes work seriously*
- *Respected*
- *Creative*
- *Proactive*
- *Excellent communicator*
- *Participatory leadership style*



COMPENSATION AND BENEFITS

Compensation and Benefits

The salary range for the Council Services and Records Administrator, including performance pay, is \$6,270 – \$7,805 per month.

Health Allowance:

Management employees receive from \$610 to \$1,260 per month for medical and dental premiums. City employees participate in the PERS Health Program, and may choose their medical coverage from a list of providers. Unused health allowance may be used for optional benefits or kept as taxable income. The City's flexible benefits plan includes medical and dental coverage as core benefits, and a range of optional benefits including vision and long-term care insurance. A City-paid \$150,000 life insurance policy, short and long-term disability insurance and an employee assistance program are also available.

Retirement Benefits:

The City offers the PERS 2.5% at 55 plan with the single highest year, credit for unused sick leave, and 4th tier 1959 survivor's benefits options. The employee pays the 8% employee contribution on a tax-deferred basis (414h2).

Other Benefits:

The City pays an amount equal to 3% to 5% of salary, depending on years of service, to a deferred compensation account with ICMA or Hartford. The City supports professional development and provides a tuition reimbursement program of up to \$1,500 per fiscal year.

Leaves and Holidays:

Annual vacation ranges from three to four weeks depending on years of service. Eight hours of sick leave accrues each month, and a portion of sick leave may be cashed out annually. Management employees receive 72 hours of administrative leave annually. The City observes 13.5 paid holidays, including two floating holidays each year. The City observes a furlough between Christmas and New Year's Day each year.

TO BE CONSIDERED

A completed City application form, resume and cover letter are required to be considered for this position. Call (408) 779-7276 for an application or download an application at www.morganhill.ca.gov/jobapplication. Submit application materials to:

Human Resources Department
City of Morgan Hill
17555 Peak Avenue
Morgan Hill, CA 95037

Only those individuals deemed to be the best qualified will be invited to participate in the next step of the recruitment process.

EOE

TENTATIVE RECRUITMENT SCHEDULE (DATES SUBJECT TO CHANGE):

First ScreeningJune 4
Oral Board.....June 11
Start DateJuly 2010